



STATE OF CONNECTICUT • COUNTY OF TOLLAND
INCORPORATED 1786

TOWN OF ELLINGTON

55 MAIN STREET • P.O. BOX 187
ELLINGTON, CONNECTICUT 06029-0187
TEL 870-3100 FAX 870-3102

www.ellington-ct.gov

MICHAEL P. STUPINSKI
First Selectman

NANCY O. WAY
Deputy First Selectman

PETER J. CHARTER
DENNIS W. FRAWLEY
ANN L. HARFORD
A. LEO MILLER, JR.
JAMES M. PRICHARD

BOARD OF SELECTMEN
Monday, May 15, 2006
Town Hall – Meeting Hall

SELECTMEN PRESENT: Peter Charter, Dennis Frawley, Ann Harford, A. Leo Miller,
James Prichard, Michael Stupinski and Nancy Way

OTHERS PRESENT: Finance Officer: N. DiCorleto; DPW Director: P. Michaud;
Town Clerk: D. McKeegan; Conservation Commission: S.
Costello, J. Gage, G. Nickerson; Pinney House
Preservation Committee: D. Roberson

PUBLIC HEARING: [1] AN ORDINANCE CONCERNING IDENTIFICATION OF LANDLORDS; [2] AN ORDINANCE TO CREATE A FLOOD AND EROSION CONTROL BOARD

First Selectman Stupinski opened the public hearing at 7:35 p.m. and read the **attached** legal notice. He asked for comments from the public.

[1] An Ordinance Concerning Identification of Landlords: No comments

[2] An Ordinance to Create a Flood and Erosion Control Board: No comments.

Mr. Stupinski closed the Public Hearing at 7:37 p.m.

BOARD OF SELECTMEN:

I. CALL TO ORDER:

First Selectman Stupinski called the meeting of the Board of Selectmen (BOS) to order at 7:37 p.m.

II. CITIZENS' FORUM: No Comments.

MOVED (WAY), SECONDED (MILLER) AND PASSED UNANIMOUSLY TO ADD TO APPROVAL OF MINUTES: ITEM D, MAY 9, 2006 ANNUAL TOWN BUDGET MEETING.

III. APPROVAL OF MINUTES:

A. April 10, 2006 Board of Selectmen Meeting

MOVED (WAY), SECONDED (CHARTER) AND PASSED UNANIMOUSLY TO APPROVE THE APRIL 10, 2006 BOARD OF SELECTMEN MEETING MINUTES.

B. May 1, 2006 Special Town Meeting

MOVED (WAY), SECONDED (FRAWLEY) AND PASSED UNANIMOUSLY TO APPROVE THE MAY 1, 2006 SPECIAL TOWN MEETING MINUTES.

C. May 1, 2006 Board of Selectmen Meeting

MOVED (WAY), SECONDED (CHARTER) AND PASSED UNANIMOUSLY TO APPROVE THE MAY 1, 2006 BOARD OF SELECTMEN MEETING MINUTES.

D. May 9, 2006 Annual Town Budget Meeting

MOVED (WAY), SECONDED (CHARTER) AND PASSED UNANIMOUSLY TO APPROVE THE MAY 9, 2006 ANNUAL TOWN BUDGET MEETING MINUTES.

MOVED (WAY), SECONDED (FRAWLEY) AND PASSED UNANIMOUSLY TO ADD TO UNFINISHED BUSINESS: ITEM G, *CCM ENERGY PURCHASE PROGRAM*.

IV. UNFINISHED BUSINESS:

A. Conservation Commission – Referendum for Open Space Funding – Preservation

Shawn Costello came forward. He stated that the Conservation Commission would like the BOS to consider a referendum for open space funding. He explained that the Conservation Commission is working to preserve land and achieve balance and funding is needed for long term open space/conservation planning. He cited development pressures and the need to have money available when parcels become available for purchase. Mr. Costello referenced the success of other Towns that have secured funding through referendums. He suggested the following question be placed on the November 2006 ballot: "Shall the Town of Ellington appropriate \$2,000,000 and authorize the issue of bonds and notes in the same amount for the acquisition of parcels of land, development rights, easements, interest or rights therein for open space, conservation and passive recreation?"

Mr. Charter expressed concern that residents will vote for the \$2,000,000 appropriation but when it comes time to vote on the yearly budget they will not support it. Mr. Stupinski stated that it may happen but the BOS should move forward with this initiative. He will prepare a motion for the June 19, 2006 meeting for consideration/action.

Mr. Stupinski thanked Mr. Costello for his presentation.

B. Historic Preservation Technical Assistance Grant

Dale Roberson encouraged the BOS to support the \$1,250 request to hire a consultant to pursue the nomination of the Pinney House to the National Register of Historic Places (NRHP). He acknowledged that the owners are appealing the decision to study the site and the nomination to the NRHP and stated that a hearing will be held on June 8. Mr. Roberson noted the State's commitment of \$500,000 to fund the preservation of the Pinney House. He stated that it behooves the Town to make the \$1,250 commitment now so that the consultant can attend the hearing and argue the merits of this project.

Mr. Charter was opposed to approving the appropriation as he feels it is a violation of property rights. Mrs. Way stated that she strongly supports the preservation of the Pinney House and would like to pursue the NRHP designation as it would prohibit it from being demolished. Mr. Miller expressed concern with committing funding until a decision is rendered regarding the appeal.

The following motion was tabled from the April 10, 2006 BOS Meeting:

MOVED (WAY), SECONDED (FRAWLEY) TO ACCEPT THE HISTORIC PRESERVATION TECHNICAL ASSISTANCE GRANT IN THE AMOUNT OF \$1,250 TO ENGAGE THE SERVICES OF A CONSULTANT, PURSUANT TO NOMINATING THE PINNEY HOUSE TO THE NATIONAL REGISTER OF HISTORIC PLACES, FROM CONNECTICUT TRUST FOR HISTORIC PRESERVATION; AND FURTHER, TO APPROVE THE TOWN'S CO-PAYMENT OF \$1,250 FOR THIS GRANT AND AUTHORIZE THE FIRST SELECTMAN TO SIGN ANY NECESSARY DOCUMENTS.

VOTE: IN FAVOR: HARFORD/FRAWLEY/WAY; OPPOSED: CHARTER;
ABSTAINED: MILLER/PRICHARD; MOTION PASSED.

C. Resignation – Tax Collector

MOVED (WAY), SECONDED (MILLER) AND PASSED UNANIMOUSLY TO ACCEPT, WITH REGRET, THE RESIGNATION OF PAMELA LOMBARDO, TAX COLLECTOR/WPCA ADMINISTRATOR, EFFECTIVE MAY 29, 2006.

MOVED (WAY), SECONDED (HARFORD) AND PASSED UNANIMOUSLY TO AUTHORIZE THE FIRST SELECTMAN TO HIRE PART-TIME HELP FOR THE POSITION OF WPCA ADMINISTRATOR FOR A PERIOD OF UP TO ONE YEAR.

D. Appointment – Tax Collector:

MOVED (WAY), SECONDED (CHARTER) AND PASSED UNANIMOUSLY TO APPOINT ANN MARIE CONTI, FORMER DEPUTY TAX COLLECTOR, TO THE POSITION OF TAX COLLECTOR AT AN ANNUAL SALARY OF \$47,161 FOR A 37.5 HOUR WORK WEEK EFFECTIVE MAY 29, 2006.

E. Revised Job Description – Tax Collector:

MOVED (WAY), SECONDED (FRAWLEY) AND PASSED UNANIMOUSLY TO APPROVE THE REVISED JOB DESCRIPTION FOR TAX COLLECTOR, AS SUBMITTED. **(ATTACHED)**

F. Use of Town & Personal Vehicles for Town Business – Memo from Fire Marshal

MOVED (WAY), SECONDED (FRAWLEY) TO APPROVE THE *USE OF TOWN & PERSONAL VEHICLES FOR TOWN BUSINESS* POLICY, AS SUBMITTED.

Discussion: Mr. Charter questioned if the Town has any documentation regarding the requirement to include monthly vehicle allowances in the employee's pay. Mr. Frawley stated that his research indicated that this is taxable income. Mr. DiCorleto stated that he did not have time to research this issue. This item was tabled to the June 19, 2006 meeting.

G. CCM Energy Purchase Program:

MOVED (WAY), SECONDED (CHARTER) THAT THE TOWN OF ELLINGTON PARTICIPATE IN THE CT. CONFERENCE OF MUNICIPALITIES (CCM) ENERGY PURCHASING PROGRAM, WHEREAS CCM SHALL ACT AS THE TOWN'S AGENT IN THE STRATEGIC PURCHASE OF ELECTRICITY AND NATURAL GAS IN THE DEREGULATED MARKETPLACE AT A FEE OF \$.00133 PER KILOWATT HOUR FOR ELECTRICITY AND A FEE OF \$.20 PER DEKATHERM FOR NATURAL GAS. FURTHER, TO AUTHORIZE THE FIRST SELECTMAN TO SIGN THE PARTICIPATION AGREEMENT AND ANY OTHER NECESSARY DOCUMENTS.

Discussion: Mr. Stupinski stated that Mr. Littizzio has indicated that the Board of Education (BOE) is considering entering into an electricity supply agreement with Constellation New Energy, Inc. Mr. Stupinski would like to review this contract and the CCM contract with the BOE at the next meeting. He will invite the BOE and CCM to the June 19, 2006 meeting. The above motion was tabled.

V. NEW BUSINESS:

A. Tax Refunds/Abatements:

MOVED (WAY), SECONDED (FRAWLEY) AND PASSED UNANIMOUSLY TO APPROVE THE TAX REFUNDS IN THE AMOUNT OF \$629.25 AND TAX ABATEMENTS IN THE AMOUNT OF \$13,549.90, AS RECOMMENDED BY THE TAX COLLECTOR IN THE REFUNDS/ABATEMENTS STATEMENT. **(ATTACHED)**

B. EVFD – Request to Use Brookside Park for Annual Carnival:

MOVED (WAY), SECONDED (CHARTER) AND PASSED UNANIMOUSLY TO GRANT PERMISSION TO THE ELLINGTON VOLUNTEER FIRE DEPARTMENT TO USE BROOKSIDE PARK FROM AUGUST 26, 2006 THROUGH SEPTEMBER 10, 2006 FOR THE ANNUAL FIREMEN'S CARNIVAL AND TO ERECT SIGNS PROMOTING THE ANNUAL FIREMEN'S CARNIVAL ON THE BROOKSIDE PARK GROUNDS AND ON THE PROPERTY IN FRONT OF THE TOWN GARAGE ADJACENT TO THE FIREHOUSE.

C. Annual Review - Parachute Activity at Ellington Airport:

MOVED (WAY), SECONDED (FRAWLEY) AND PASSED UNANIMOUSLY TO RECOMMEND TO THE STATE DEPARTMENT OF TRANSPORTATION THAT THE WAIVER TO PERMIT DELAYED PARACHUTE JUMPING AT ELLINGTON AIRPORT BE RENEWED FOR ONE YEAR.

Mr. Stupinski stated that EVAC and EVFD have met with the CT Parachutist Inc. personnel to review safety concerns.

D. Grant Permanent Status – Deputy Tax Collector:

MOVED (WAY), SECONDED (CHARTER) AND PASSED UNANIMOUSLY TO GRANT PERMANENT STATUS TO BRENDA STRONG, DEPUTY TAX COLLECTOR, AS RECOMMENDED BY THE TAX COLLECTOR.

E. Resignation – Town Clerk:

MOVED (WAY), SECONDED (CHARTER) AND PASSED UNANIMOUSLY TO ACKNOWLEDGE THE RETIREMENT OF CYNTHIA LACAPRUCIA, TOWN CLERK, EFFECTIVE JUNE 1, 2006 AND TO WISH HER MANY HAPPY YEARS OF RETIREMENT.

F. Appointment – Town Clerk:

MOVED (WAY), SECONDED (FRAWLEY) TO APPOINT DIANE McKEEGAN, FORMER ASSISTANT TOWN CLERK, TO THE POSITION OF TOWN CLERK AT AN ANNUAL SALARY OF \$53,779 FOR A 37.5 HOUR WORK WEEK EFFECTIVE JUNE 1, 2006.

Discussion: Mr. Miller questioned the hiring process for this position. Mr. Stupinski explained that the position was posted in-house. Ms. McKeegan applied and was selected as she is clearly qualified and the most appropriate person to fill the position.

VOTE: IN FAVOR: WAY/FRAWLEY/CHARTER/HARFORD/PRICHARD; ABSTAINED: MILLER; MOTION PASSED.

G. Collective Bargaining Agreement – Constables:

MOVED (WAY), SECONDED (FRAWLEY) AND PASSED UNANIMOUSLY TO RATIFY THE COLLECTIVE BARGAINING AGREEMENT BETWEEN THE TOWN OF ELLINGTON AND ELLINGTON POLICE UNION, LOCAL #2693, COUNCIL #15, AFSCME, AFL-CIO, FOR THE PERIOD JULY 1, 2006 THROUGH JUNE 30, 2010. AS SUBMITTED AND REVISED, PENDING UNION RATIFICATION.

H. Authorize First Selectmen to Hire Part-time Tax Clerk:

MOVED (WAY), SECONDED (FRAWLEY) AND PASSED UNANIMOUSLY TO AUTHORIZE THE FIRST SELECTMAN TO HIRE A PART-TIME HELP FOR THE POSITION OF TAX CLERK.

I. Set Town Meeting – New Ordinances:

MOVED (WAY), SECONDED (MILLER) AND PASSED UNANIMOUSLY TO AUTHORIZE THE FIRST SELECTMAN TO WARN A SPECIAL TOWN MEETING FOR MONDAY, JUNE 19, 2006 AT 7:15 P.M. AT THE ELLINGTON TOWN HALL TO CONSIDER NEW ORDINANCES, AS FOLLOWS: *AN ORDINANCE CONCERNING IDENTIFICATION OF LANDLORDS AND AN ORDINANCE TO CREATE A FLOOD AND EROSION CONTROL BOARD.*

J. Charter Revision Commission Request to Consider an Ethics Ordinance:

MOVED (WAY), SECONDED (CHARTER) AND PASSED UNANIMOUSLY TO FORWARD THE REQUEST OF THE CHARTER REVISION COMMISSION TO CONSIDER AN ETHICS ORDINANCE TO THE BOS ORDINANCE COMMITTEE FOR REVIEW AND RECOMMENDATION.

K. Award Bid – EVAC New Ambulance:

MOVED (WAY), SECONDED (MILLER) AND PASSED UNANIMOUSLY TO AWARD THE BID FOR THE 2006 EVAC AMBULANCE TO EASTFORD FIRE AND RESCUE SERVICES IN THE AMOUNT OF \$162,973.

L. Revised Job Description – Tax Clerk:

MOVED (WAY), SECONDED (CHARTER) AND PASSED UNANIMOUSLY TO APPROVE THE REVISED JOB DESCRIPTION FOR TAX CLERK, AS SUBMITTED. **(ATTACHED)**

VI. ADMINISTRATIVE REPORTS: (so noted)

VII. SELECTMEN COMMITTEE REPORTS:

A. Personnel Committee:

1. Resignations:

MOVED (MILLER), SECONDED (CHARTER) AND PASSED UNANIMOUSLY TO ACCEPT THE RESIGNATIONS OF PAUL RECKER, PATRICIA WASSEY-STOUGHTON, JEANNE GESSAY, PAMELA AMODIO AND DAVID DANFORTH FROM THE CULTURAL ARTS COMMISSION.

MOVED (FRAWLEY), SECONDED (CHARTER) AND PASSED UNANIMOUSLY TO ACCEPT THE RESIGNATION OF ERIC SANTINI FROM THE ECONOMIC DEVELOPMENT COMMISSION.

2. Appointments

MOVED (MILLER), SECONDED (CHARTER) AND PASSED UNANIMOUSLY TO APPOINT DEBORAH STAUFFER TO THE HOUSING AUTHORITY TO FILL AN UNEXPIRED TERM TO JUNE 30, 2006,

VII. SELECTMEN LIAISON REPORTS: None.

IX. FIRST SELECTMAN'S REPORT:

Mr. Stupinski stated that Windermere Bridge is scheduled to be finished by next year. In the interim, he is talking to the State about installing temporary stop signs at the intersection of Windermere and Pinney Street to address the high accident incidents at that intersection.

Mr. Charter asked when the Town Policies Committee will address the policy for reimbursing emergency services personnel when they are subpoenaed to appear in court. Mr. Frawley stated that the Committee needs to draft the policy.

X. CORRESPONDENCE: None.

MOVED (WAY), SECONDED (CHARTER) AND PASSED UNANIMOUSLY TO ADD EXECUTIVE SESSION TO THE AGENDA.

XI. EXECUTIVE SESSION:

MOVED (WAY), SECONDED (CHARTER) AND PASSED UNANIMOUSLY TO GO INTO EXECUTIVE SESSION AT 9:19 P.M. FOR THE FOLLOWING PURPOSES: (1) TO DISCUSS NEGOTIATIONS REGARDING PENDING LITIGATION AND (2) TO DISCUSS UNION NEGOTIATIONS WITH RESPECT TO GRIEVANCE SETTLEMENT.

The BOS went out of order and discussed Item 2 first:

Item 2:

SELECTMEN PRESENT: Peter Charter, Dennis Frawley, Ann Harford, A. Leo Miller, James Prichard, Michael Stupinski and Nancy Way

OTHERS PRESENT: DPW Director: Peter Michaud

Item 1:

SELECTMEN PRESENT: Peter Charter, Dennis Frawley, Ann Harford, A. Leo Miller, James Prichard, Michael Stupinski and Nancy Way

OTHERS PRESENT: Howd & Ludorf: Attorney Martha Shaw

MOVED (WAY), SECONDED (CHARTER) AND PASSED UNANIMOUSLY TO COME OUT OF EXECUTIVE SESSION AT 9:40 P.M.

Item 2:

MOVE (WAY), SECONDED (CHARTER) AND PASSED UNANIMOUSLY TO APPROVE THE SETTLEMENT AGREEMENT BETWEEN THE TOWN OF ELLINGTON, AFSCME COUNCIL 4, LOCAL 1303-09 AND THOMAS DESCHENEUX, AS SUBMITTED.

Item 1:

MOVED (WAY), SECONDED (FRAWLEY) AND PASSED UNANIMOUSLY THAT THE BOARD OF SELECTMEN OF THE TOWN OF ELLINGTON APPROVE THE SETTLEMENT OF THE MATTHEW DAVIS v. DENNIS MILANOVICH AND TOWN OF ELLINGTON MATTER; AND FURTHER, TO AUTHORIZE THE FIRST SELECTMAN TO EXECUTE THE SETTLEMENT AGREEMENT ON BEHALF OF THE TOWN OF ELLINGTON IN THE MATTHEW DAVIS v. DENNIS MILANOVICH AND TOWN OF ELLINGTON MATTER.

XII. ADJOURNMENT:

MOVED (WAY), SECONDED (CHARTER) AND PASSED UNANIMOUSLY TO ADJOURN THE MEETING OF THE BOARD OF SELECTMEN AT 9:43 P.M.

Submitted by Marie Sauve Approved by Michael P. Stupinski
Marie Sauve Michael P. Stupinski



MICHAEL P. STUPINSKI
First Selectman

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LEGAL NOTICE OF PUBLIC HEARING TOWN OF ELLINGTON Monday, May 15, 2006

Notice is hereby given that the Board of Selectmen will hold a public hearing on Monday, May 15, 2006 at 7:30 p.m. prevailing time at the Ellington Town Hall for the purpose of allowing citizens to comment upon the following:

New Ordinances:

1. An Ordinance Concerning Identification of Landlords
2. An Ordinance to Create a Flood and Erosion Control Board

All interested parties are encouraged to attend.

The above-noted new ordinances are available to review in the Town Clerk's Office and First Selectman's Office.

DATED at Ellington, Connecticut, this 2nd day of May, 2006.

BY ORDER OF THE
BOARD OF SELECTMEN

Michael P. Stupinski
First Selectman

Published 5/8/06 – Journal Inquirer

DRAFT

AN ORDINANCE CONCERNING IDENTIFICATION OF A LANDLORD

BE IT ORDAINED BY TOWN MEETING:

PURSUANT TO THE AUTHORITY GRANTED TO THE TOWN OF ELLINGTON
BY PUBLIC ACT 05-223

Section 1. Definitions: “Address” means a location as described by the full street number, if any, the street name, the city or town, and the state, including zip code and not a mailing address such as a post office box number; “Dwelling Unit” means any house or building or portion thereof which is rented, leased or hired out to be occupied, or is arranged or designed to be occupied, or is occupied, as the home or residence of one or more persons, living independently of each other, and doing their cooking upon the premises, and having a common right in the halls, stairways or yards; “Agent in Charge” means one who manages real estate including, but not limited to, the collection of rents and the supervision of property.

Section 2. Address Filing:

(A) Each non-resident owner of occupied or vacant rental real property shall maintain on file in the office of the Ellington tax assessor the current residential address of the nonresident owner of such property, if the owner is an individual, or the current residential address of the agent in charge of the building or property, if the nonresident owner is a corporation, partnership, trust or other legally recognized entity owning rental real property in the state.

(B) If such residential address changes, notice of the new residential address shall be provided by such nonresident owner or agent in charge of the building or property to the office of the Ellington tax assessor not more than twenty-one (21) days after the date that the address change occurred.

(C) If the nonresident owner or agent fails to file an address pursuant to this Ordinance, the address to which the Town of Ellington mails property tax bills for the rental real property shall be deemed to be the nonresident owner or agent’s current address. Such address may be used for compliance with the provisions of Section 2(A) of this Ordinance;

Section 3. Service of Notices: Service of State or municipal orders relating to maintenance of such rental real property or compliance with state law and local codes concerning such real property directed to the nonresident owner or agent at the address on file, or deemed to be on file in accordance with the provisions of section 2, shall be sufficient proof of service of such orders in any subsequent criminal or civil action against the owner or agent for failure to comply with the orders. The provisions of this section shall not be construed to limit the validity of any other means of giving notice of such orders that may be used by the state or the town of Ellington.

Section 4. Penalty: Notwithstanding the provisions of Connecticut General Statute Section 51-164p the Town of Ellington hereby establishes a civil penalty for a violation of any provision of this ordinance which penalty shall be two hundred fifty dollars (\$250.00) for the first violation and one-thousand dollars (\$1,000) for any subsequent violation.

Section 5. Appeal: Any person who is assessed a civil penalty pursuant to this ordinance may appeal therefrom to the Superior Court not later than 30 days after the mailing of notice of such assessment of the civil penalty by filing a petition to reopen the assessment together with an entry fee on an amount equal to the entry fee for a small claims case pursuant to Connecticut General Statute Section 52-259 at the Superior Court facility designated by the Chief Court Administrator, which shall entitle such person to a hearing in accordance with the rules of the judges of the Superior Court.

APPROVAL RECORD FOR ORDINANCES

Board of Selectmen Approved for Public Hearing:

Public Hearing Notice Published On:

Public Hearing Held On:

Board of Selectman Recommend Adoption:

Town Meeting Notice Published On:

Approved by Town Meeting On:

Effective Date:

AN ORDINANCE CREATING A FLOOD AND EROSION CONTROL BOARD

BE IT ORDAINED BY TOWN MEETING:

PURSUANT TO THE AUTHORITY GRANTED TO THE TOWN OF ELLINGTON
BY CONNECTICUT GENERAL STATUTES, SECTION 25-84:

Section 1. Establishment. Flooding and erosion control are issues of concern to the citizens and government of the Town of Ellington which need to be addressed in cooperation with the Connecticut Department of Environmental Protection.

Section 2. Designation of Board. Pursuant to the specific authority of Connecticut General Statutes, Section 25-84(a), since the Town of Ellington has a population of less than fifty thousand, the Board of Selectmen is hereby designated as the Ellington Flood and Erosion Control Board.

Section 3. Powers and Duties. The Flood and Erosion Control Board shall have all the powers and duties set forth in Chapter 477 of the General Statutes which includes Section 25-84 et. Seq. and such other powers and duties as the Board may from time to time find necessary or convenient to address the specific conditions found within the Town of Ellington which may cause flooding of property or erosion and to contract with the Commissioner of Environmental Protection to join with or accept payments or grants to assist in the accomplishment of the purposes set forth in the statutes or this Ordinance.

APPROVAL RECORD FOR ORDINANCES

Board of Selectmen Approved for Public Hearing:

Public Hearing Notice Published On:

Public Hearing Held On:

Board of Selectman Recommend Adoption:

Town Meeting Notice Published On:

Approved by Town Meeting On:

Effective Date:

Town of Ellington Position Description

TITLE:	Tax Collector	STATUS:	Exempt
DEPARTMENT:	Tax Office	CLASSIFICATION:	E-4
SUPERVISED BY:	Administrative Direction from Finance Officer	BARGAINING UNIT:	Supervisory

OBJECTIVES

Under the administrative direction of the Finance Officer plans, organizes and supervises the billing and collection of real, motor vehicle and personal property taxes, sewer use, assessments, refuse.

ESSENTIAL FUNCTIONS

Generates all items relating to the preparation and processing of Real Estate, Motor Vehicle and Personal Property taxes in an automated collection system. Works closely with the Assessor to assure timely receipt and processing of information. Assures that appropriate accounting controls are maintained and in accordance with Connecticut State Statutes.

Receives, reconciles and deposits collections on a daily, weekly, or monthly basis. Submits regular deposit and reconciliation reports to the Finance Officer. Confers with delinquent taxpayers to arrange payment plans. Implements collection procedures, including personal conferences, follow-up demands and lien notices. Initiates enforcement procedures as required. Confers with town Attorney on collection and related matters. Prorates and enters taxes on new construction accounts and motor vehicles. Maintains delinquent motor vehicle database with the State Motor Vehicle Department on a regular basis.

Reconciles Grand List with Assessor following Board of Tax Review. Supervises change to tax bills and mailing. Creates delinquent notices and collection procedures. Regularly reviews collection policies and procedures to assure operating efficiency.

Estimates revenues from taxes, interest, liens, sewer usage, refuse and sewer assessments for budget preparation. Analyzes collection percentage to develop, initiate and administer aggressive collection procedures and techniques.

Assures timeliness of bill preparation, mailing, posting receipts and bank deposits for revenue collected in Tax Office.

Supervises a Deputy Tax Collector and a part-time Tax Clerk in receiving, reconciling and depositing daily collections and changes for taxes, sewer use fees, sewer assessments, refuse fees and water assessments.

Town of Ellington
Position Description
Tax Collector
Page 2

Prepares statistical reports for the First Selectman, Finance Officer, and the Board of Finance upon request. Prepares annual reports for the State Department of Policy and Management, and for the Town's independent auditors.

Recommends annual department budget and administers approved budget. Maintains inventory of office supplies and materials.

Prepares and files liens, supervises process of refunds; maintains record retention system; prepares Tax Collector's Annual Report. Introduces new legislation, ordinances or procedures.

Informs public of tax laws, exemptions and due dates. Assists in recording tax exemptions for the elderly, veterans and disabled.

Performs other related duties as assigned.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

Thorough knowledge of municipal, state and federal laws and ordinances regarding local taxation, tax sales procedures and financial reporting.

Considerable knowledge of the principles and procedures of government accounting.

Thorough knowledge of the principles of management, standard office practices and procedures, application of data processing programs to tax collection.

Ability to plan, assign, supervise and evaluate subordinate personnel.

Ability to speak and address questions in a public forum and write effectively.

Ability to advise and defend tax laws and procedures in a public forum.

Ability to develop and maintain effective working relationships with subordinates, the general public, other Town departments, realtors, attorneys, developers, government officials, etc.

REQUIRED EQUIPMENT OPERATION

Operates a personal computer, tax software, Word, Excel, copier, printer, calculator, and standard office equipment; drives a motor vehicle.

Town of Ellington
Position Description
Tax Collector
Page 3

REQUIRED PHYSICAL EFFORT

Performs duties primarily in an office environment. Lifts, reaches, and carries papers and ledgers. Highway driving required to carry out postal and banking duties. Exposure to computer screen. Significant stress occasionally incurred in public contacts.

REQUIRED QUALIFICATIONS (Minimum)

An Associate's degree in business, accounting or related field and three (3) years of progressively responsible experience in accounting, collection or finance, or equivalent, including supervisory work and experience.

SPECIAL REQUIREMENTS

Certification as a Connecticut Municipal Collector (CCMC). Must possess a valid motor vehicle driver's license and be bondable.

BOS APPROVED: 04/24/89
BOS REVISED: 06/01/89
BOS REVISED: 03/21/94
BOS REVISED: 01/13/03
BOS REVISED: 05/15/06

					V-A
	TAX COLLECTOR'S REFUNDS/ABATEMENTS				
	MAY, 2006				
		MV/PERS.PROP		TAX/ASSESSOR	
DOLLAR AMOUNT	PERSON/CORPORATION	REAL ESTATE	YEAR	REQUESTING DEPT.	REASON FOR
	REFUNDS				
\$208.61	DESMARAIS, ERIC M	MOTOR VEHICLE	04	ASSESSOR	VEHICLE SOLD
\$163.50	HONDA LEASE TRUST	MOTOR VEHICLE	04	ASSESSOR	VEHICLE SOLD
\$157.14	JIMENEZ, HECTOR L	MOTOR VEHICLE	04	TAX OFFICE	OVERPYMT
\$100.00	LITTON LOAN SERVICING	REAL ESTATE	04	TAX OFFICE	OVERPYMT
\$629.25	MAY REFUND TOTAL				
	ABATEMENTS				
\$246.20	HEBERT, TREVOR G	MOTOR VEHICLE	03	TAX OFFICE	BANKRUPTCY
\$513.24	NERON, BRENDA	R/E, PP, MV	03, 04	TAX OFFICE	HARDSHIP-int only; must pay tax
\$12,790.46	PITNEY, DENNIS & KAREN	REAL ESTATE	01-04	TAX OFFICE	BANKRUPTCY-int reduced
\$13,549.90	MAY ABATEMENT TOTAL				
\$14, 179.15	MAY, 2006 REFUND AND ABATEMENT TOTAL				
refmay06					

Town of Ellington Position Description

TITLE:	Tax Clerk	STATUS:	Non-Exempt
DEPARTMENT:	Tax Office	CLASSIFICATION:	
SUPERVISED BY:	Tax Collector	BARGAINING UNIT:	White Collar

OBJECTIVES

Under the supervision of the Tax Collector, performs clerical duties to assist in the collection of taxes, sewer user charges, sewer assessments and other Town revenue billings.

ESSENTIAL FUNCTIONS

Receives oral and written instruction from the Tax Collector and/or the Deputy Tax Collector; answers the telephone and waits on the public.

Prepares and organizes routine clerical work according to standard office and accounting procedures.

Processes payments for real estate, personal property, motor vehicles, sewer user, sewer assessments, and other receivables assigned to the Tax office for collection; updates daily cash reports and prepares assigned monthly reports.

Maintains and updates addresses for accounts, escrows, and transfers when necessary.

Maintains records of liens filed and prepares monthly certificates of lien release.

Prepares requests for refunds and abatements to be signed by taxpayer, and monthly report for the First Selectman of refunds and abatements.

Maintains storage of old records in the Town Hall vault; prepares annual request from OPM for disposal permission and destroys records as allowed.

Assists in the preparation and mailing of all accounts receivable.

Prepares delinquent statements, deposit slips, reconciliation statements.

Performs routine bank deposits and assumes clerical role in processing adjustments, refunds, reconciliations, and other general office work.

Operates automatic cash register to receive, validate and post payments.

Provides information and assistance to attorneys, banking officials and members of the general public in a helpful and professional manner.

Performs other related duties as assigned.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of modern office equipment, practices and procedures.

Working knowledge of tax collection policies and procedures.

Working knowledge of bookkeeping and financial record keeping.

Ability to operate a personal computer and automatic cash register.

Ability to perform detailed work and to make arithmetic calculations rapidly and accurately.

Ability to establish good working relationships with other employees and the public.

REQUIRED EQUIPMENT OPERATION

Operates a personal computer, cash register, adding machine, copy, fax and postage machines, calculator and standard office equipment.

REQUIRED PHYSICAL EFFORT

Performs duties in an office environment. Considerable standing during collection periods. Must be able to lift and carry rate books and computer paper. Exposure to computer screen. Significant stress occasionally involved in public contact.

REQUIRED QUALIFICATIONS (Minimum)

Graduation from high school plus specialized training and 3-6 months of related experience, or equivalent combination of education, training and experience. Must be bondable.

BOS REVISED: 05/15/06
BOS APPROVED: 08/19/96